



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

BILLING CHARGES FOR PHOTOCOPIES AND SCANS OF HEALTH INFORMATION

Effective Date: December 1, 2014

Policy #: HI-02

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- I. PURPOSE:** To establish a reasonable charge for photocopying and/or scanning materials in accordance with DPHHS practice.
- II. POLICY:** It is the policy to charge a fee for copying information sent to authorized persons.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Health Information Department will verify release meets requirements, submit cost of copies to requesting party, copy requested records upon receipt of payment, and send payment received to business office. Checks should be made payable to State of Montana.
 - B. The Business Office will process funds for the State General Fund.
- V. PROCEDURE:**
 - A. Charge Schedule
 - 1. The following charge schedule will be used:

\$.00	No charge for the 20 pages or less
\$.10	Per page for all documents exceeding 20 pages (starting with page 1)
 - 2. Postage fee is charged at current rate.
 - B. Attorneys and Insurance Companies
 - 1. Attorneys not representing the hospital are charged for records, except for those attorneys that are assisting former patients with SSI applications and Public Defenders representing current or former patients.
 - 2. Insurance companies requesting records when a person has applied for coverage with the insurance company are charged for records.
 - 3. Insurance companies requesting records as part of their utilization review or to verify services prior to payment are not charged for records.

BILLING CHARGES FOR PHOTOCOPIES OF HEALTH INFORMATION

_____/_____/_____
Melinda Bridgewater Date
Director of Health Information